

## Meeting Minutes for Nov. 20 Meeting

Renaissance Collegiate Academy-Board Meeting Tuesday, November 20, 2018

7:00pm

**Location:** Agape Worship Center, International, 424 Lee Road, Columbia SC 29229

**Commencement Time:** 7pm

### 1.Meeting Opening

- 1.1 Welcome
- 1.2 Roll Call
- 1.3 Previous Minutes

**Attendance:** S. Gilchrist, A. Bush, P. Oraekweotu, Bishop V. Collins, H. Harmon, L. Declouetsmith, A. McFadden (By Phone), V. Reynolds (By Phone), Tracey Tucker, L. Hubbard, G. Saddler

**Minutes:** Approved from previous meeting.

### 2. Matters of Decision

- 2.1 Update on Board Manual
- 2.2 Discussion on Negotiated Services with Richland 2 School Board

#### **Matters of Decision:**

**2.1 Board Manual-**Mr. Gilchrist introduced the discussion of what was determined and discussed in our previous meeting about the necessity to create a Board Handbook to outline the roles, responsibilities and the qualifications of the Board. Ms. Reynolds was accredited with being the person that pressed the need for us to get a clear and concise Board Manual compiled that can serve as a reference piece for all board members with regard to the expectations of those on the board. We currently serve as a Planning Committee and a quasi-board until the parents of the school vote in a general election to choose an actual Board of Directors, but this document would serve as guiding principles for whoever eventually continues on and gains the right and opportunity to serve on the Board when the school is operational. Ms. Glenice Saddler was working on developing this Board Manual in the interim and we have a draft copy that we can begin to look at and make recommendations for what should be added or curtailed and serve essentially as our go-to document when we are in session as a Board. The members of the committee that were on the call and not in person at the meeting were emailed copies of the manual and hard copies posted in binders were made available to all with the draft document inside.

**Glenice Saddler** gave an update of what the manual entailed. She said that it was the governing document for the board, outlining how the board should operate as a board. She explained that it would be a fluid document because as we go along, we can add different components. She explained the different current components of the manual. She emphasized the need for everyone on the Board to read it and to come back with suggestions, questions and concerns. This is to ensure that after this document has been adopted, we can't claim that we didn't know this or that policy. She explained that she will be adding the actual Renaissance Collegiate Academy Charter to the Manual along with a table of contents so that it would be more user-friendly for those inquiring about membership on the school's Board.

**Mr. Gilchrist** expressed a desire that the SC Charter School Law be added to the Manual as well so that Board members are at least basically familiar with the statute.

Mr. Harmon explained that he added an organizational chart for Year 1, Year 5 and at full build out. As well as our hiring protocol document-steps we will follow with hiring staff members. It was determined that these portions of documents would be added under the heading of governing documents.

Table of contents will be flexible, and tabs will be added as well so that patrons can flip through easily and to pertinent pages when needed. It was determined that by DEC. 4<sup>th</sup>, the next Board Meeting that each Board member will review the Draft of the Board Manual and be prepared to report concerns, or suggestions.

## **2.2 Discussion on Negotiated Services with Richland School District 2**

As per Mr. Gilchrist, school Board candidates from Richland 2 all expressed an interest in supporting charter schools. He explained that it would be in our best interest to begin to think of ways that we could partner with them for necessary services that may be amenable to offering our students who would invariably be students from Richland 2. He explained that it would be a good thing to reach out to the Board in particular Will Anderson, the Chief Planning Officer over at Richland 2 and to begin to invite them to our meetings and to discuss the possibility of negotiated services that the district may be willing to cooperate with us on. Chairman Gilchrist said that he would much rather us reach out and invite them to be at the table instead of them claiming that we never gave them an invitation. These services may include food, transportation, etc. It was suggested to Mr. Harmon as Executive Director that by the December 4<sup>th</sup> meeting that we draft a letter inviting Mr. Anderson or some official from the Superintendent's cabinet to our first meeting of the new year. This invitation would be purely informational to share with Mr. Anderson and his office about the charter school, where we are in our process and our interest in speaking with them about the possibility of negotiated services. Programs that we may be interested in meals, transportation, sports, music, arts etc. It will give us an opportunity if they are amenable to pick and choose what services they are willing to offer. By making this invitation we can frame it in such a way that we have looked at your particular programs and we find a benefit in partnering with you for this given program. Richland 2 has enormous resources and we can certainly at least ask if they would be interested in cooperating with us to provide those services.

## **3. Matters for Discussion**

### **3.1 Update on School Facilities Site Visit and Meeting-November 30, @ 1pm**

-Office of School Facilities/Department of Transportation

Site visit meeting with OSF at 1pm on Friday Nov. 30th, and also with Department of Transportation. It was encouraged that as many Board members as possible that can make it to the meeting should be there. This meeting is as a result of a phone call and a series of emails within 24 hours that resulted in having them agree to come out and inspect. We had an architect recommended by SCPSCD to be in on the discussion, Pete Stewart.

We discussed how the kitchen and most if not all areas of the church would be accessible once the school starts operation. We discussed why DOT would have to be part of the visit. We talked about the concerns relative to traffic flow, and parking. Traffic concerns were discussed for Lee Road

including the creation of an easement. The strategy of calling in advance to get DOT to consider widening the road as a measure is possible.

### 3.2 SchoolMint and Enrollment Plan

Robust enrollment plan requires that we have a software of some sort that tracks student and family interest, registers scholars and hosts lotteries for enrollment if needed. School Mint is a software package that links to our website and is responsible for the development of these protocols which in turn will be transmitted to PowerSchool.

### 3.3 Curriculum Scope and Sequence-Core Knowledge/SC College and Career Ready Standards by Schermco LLC

They have begun the process of developing a curriculum scope and sequence for K through 2<sup>nd</sup> grade for Core Knowledge in ELA, Math, Science and Social Studies.

### 3.3 Online Board Training opportunities

Two online webinar Board Training opportunities through SC Charter School Alliance was forwarded to each board member with the links on how to register and get these trainings as soon as possible.

### 3.4 SC Charter School Alliance Conference-Nov. 27-29<sup>th</sup>, Charleston SC @ Embassy Suites North Charleston Convention Center

The SC Charter Alliance conference is being held in North Charleston, SC and Mr. Bush, Mr. Harmon and Mr. Oraekweotu will be attending. Mr. Gilchrist is also registered but will not be able to make this conference.

### 3.5 Follow-up Presentation by E-Vision Project Development on Website Design/Marketing Plan

E-Vision Project Development Team was not able to be present, but the website was shared with the entire board.

### 3.6 Distribute and discuss Marketing/Recruitment Flyers

Marketing flyers and posters were shared with Board members and all were encouraged to distribute and post around the community.

## 4. Matters for Noting

4.1 Encourage parents and prospective employees to go to the website and begin the application process.

## 5. Meeting Finalization

5.1 Review actions to be taken

5.2 Next meeting

5.3 Meeting close

We reiterated the need to communicate with Richland 2 to invite them to upcoming Board meetings, and the meeting was adjourned.